Security – Replacement of lost key/proxy card

In the event that an employee’s pin for a proxy card needs to be reset, a tech repair request should be submitted.

If a district key or proxy card is lost, please follow the procedures outlined below:

In the event that a **key** is lost, an employee should contact his or her supervisor immediately and a replacement key will be issued at a cost to the employee as follows:
- First incident: $10
- Second incident: $25
- Third incident: $50

In the event that a **proxy card** is lost, an employee should contact his or her supervisor immediately and a replacement card will be issued at a cost to the employee as follows:
- First incident: $10
- Second incident: $25
- Third incident: $50

1. Make checks payable to Coeur d’Alene School District with the appropriate amount as outlined above.

2. Submit your payment along with this form requesting a replacement to one of the following:
   - For **key** loss/replacement send your payment and completed form to the Maintenance Department
   - For **proxy card** loss/replacement send your payment and completed form to the Technology Department

3. Please check which replacement you are requesting:   _____ Key _____ Proxy Card

________________________  ____________________  ____________________
Name                      Position                   Building

________________________   ______________________
Building Budget Code
(Use only if lost key/card is a building key/card)

Procedure History:
Promulgated on: February 3, 2014
Revised on: April 21, 2015